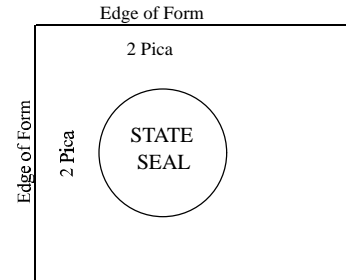


FORMS DESIGN PROCEDURES

Placement of State Seal

The state seal should be placed 2 pica from the left and 2 pica from the top. The distance from the top may be increased to accommodate hole punching or to use up white space.

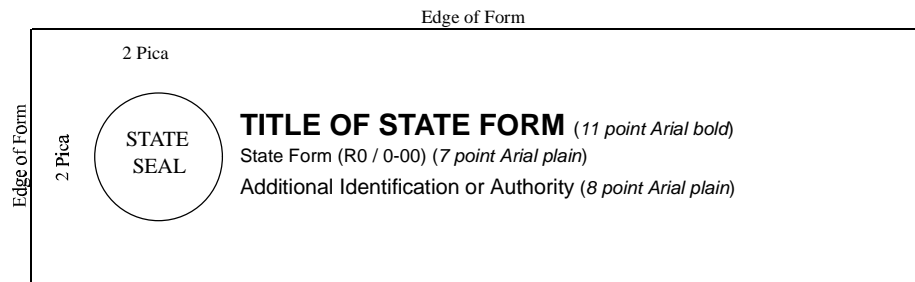
EXAMPLE:



Placement of Title / State Form Number / Authority

The title, state form number and any additional identification or authority shall be indented 6 1/2 pica and centered vertically on the state seal. The title shall be 11 point Arial bold. The state form number shall be 7 point Arial plain with 11 point leading. Additional identification or authority (*such as agency name of State Board of Accounts approval*) shall be 8 point Arial plain with a 11 point leading.

EXAMPLE:



Instructions

General instructions are to be put at the top of the form, below the state seal and title, where the user can see them before they start using the form.

Instructions should be in 8 point Arial italics with the word "*INSTRUCTIONS*" in all caps and should be started 2 pica from the left.

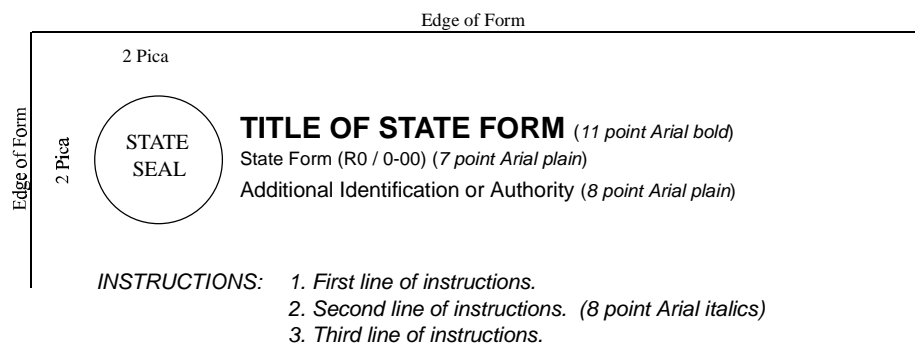
Instruction should contain such information as:

1. How to fill out the form;
2. When and where it is to be submitted;
3. If a check is to accompany the form, to whom the check is payable, etc.

When instructions are necessary, list as numbered items or sections.

If instructions apply to a specific item, place them as near to the item as possible in the size type as the surrounding format.

EXAMPLE:



Box Design and Margins

The box design arrangement is the most efficient design for variable data entry and therefore should be used. Its use allows information to be organized in horizontal sequence, utilizing the maximum available space for entries, and emphasizes the information entered on the form.

Forms should have a 2 pica margin on all sides. Boxes and rulings should be .5 point weight except in special situations where additional emphasis is desired.

EXAMPLE:

The diagram illustrates a form layout with a 2 Pica margin on all sides. The form is enclosed in a box with a 2 Pica margin. The top of the form is labeled "Edge of Form". The top right corner contains a box labeled "NAME OF AGENCY". The top left corner contains a circle with a dot inside, followed by the text "TITLE OF FORM", "State Form 00000 (R0 / 0-00)", and "Additional Identification or Authority". Below this is a section labeled "INSTRUCTIONS" with three numbered lines: "1. First line of instructions.", "2. Second line of instructions.", and "3. Third line of instructions.". The main body of the form is a large rectangular area with horizontal ruling lines. The bottom of the form is labeled "Edge of Form". The left and right sides are also labeled "Edge of Form".

Agency Name Blocks

The use of Agency Name Blocks should be discouraged unless it is needed for return to address or a source of information (*such as e-mail addresses or fax numbers*). It limits the use of the form to one specific agency, and, any time there is a agency name change or address change, it obsoletes the form making redesign and reprinting necessary.

If Agency Name Blocks are used, they should appear in the upper right hand corner of the form. The name of the agency will appear in 8 point Arial bold and will appear centered in the box. If an address is needed, it will appear in a 8 point Arial plain, centered under the agency name. Leading should be 10 point. If the agency name is used below the state form number, it should be 8 point Arial plain.

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